Job Vacancy Announcement

JVA No. 20-034

Opening Date: March 18, 2020
Closing Date: Until Filled

Safety Officer

Duties: Under the direct supervision of the Chief of Administration or his/her designee, the Safety Officer complies with all occupational health and safety guidelines and ensures that Site Safety and Health Plan is prepared and implemented. Inspect work sites and review working conditions. Responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety. Test workplaces for environmental hazards, such as exposure to radiation, chemical or biological hazards, or excessive noise. Verify availability or monitor use of safety equipment, such as hearing protection or respirators. Investigate accidents to identify causes or to determine how such accidents might be prevented in the future. Inspect or evaluate workplace environments, equipment, or practices to ensure compliance with safety standards and government regulations. Update procedures and policies for new regulations or local ordinances. Supply, operate, or maintain personal protective equipment, ensure all personnel follow all personal safety precautions. Maintain all required environmental records and documentation. Preparers incident and accident reports to document issues/incidents and appropriate corrective actions. Monitors equipment and supplies inventory; requests replacement stock to replenish inventory levels; ensures stock supply and preparedness for responding to oil spills or related incidents. Performs safety related duties after hours, on weekends, and on holidays as needed. Stand-by on-call designation on alternating basis. Performs other duties of a similar nature and level as assigned.

LOCATION(S): Administration/Safety Office, Saipan, Northern Mariana Islands, USA.

SALARY: $40,084.00 to $54,113.00 Per annum, Exempt

CONTRACT: Two (2) years, subject to renewal

POSITION(S): One (1)

Minimum Requirements: Bachelor’s degree in Criminal Justice, Business or directly related field and 2 years of directly related experience; or High School Diploma, General Education Diploma, or Adult Basic Education and 6 years of directly related experience; Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Investigative techniques; Mitigation procedures; Safe work practices and procedures; Customer service principles; Modern office technology. Skills in: Interpreting and applying applicable laws, codes, regulations and standards; Performing inspections to monitor safety and environmental compliance; Responding to emergency incidents to ensure corrective actions and proper procedures are followed; Monitoring equipment and supply inventory; Conducting and assisting with informational workshops and orientations; Reviewing project specifications and monitoring project work; Providing customer service; Preparing reports and related activity documentation; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction. Valid U.S. Driver’s License with appropriate class. Position may require the following specialized licenses and certifications: Emergency Responder Certification, Hazmat and OSHA Certifications. Applicants may be tested. Subject to pre-employment drug test.

You may submit your CUC Employment Application and resume at the Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan. Applicants on the island of Tinian and Rota can drop it off at the Tinian and Rota Administration office. Application and resume can also be e-mailed to: employment.applications@cucgov.org